

Lunenburg Council on Aging Meeting Minutes *Minutes Approved at the 4/10/12 COA Meeting*
March 13, 2012

Present: Pete Lincoln (Chairperson), Doreen Noble (Director), Barbara Brown, Fred Crellin, Jane Doyle, Jim Hays, Sis Montuori, Deb Seeley, & Joyce Wass.

Excused: Mary Lynn Conrad (Vice Chair), & Sue Doherty (Admin. Asst.)

Guest: Lloyd Carlson

Welcome: Pete Lincoln, Chairperson, welcomed Lloyd and called the meeting to order at 9:30 a.m.

Minutes: Sis Montouri stated that she had mentioned the “Mature Homeowners Discount Program” at the last meeting and requested that it be added to the minutes. She stated that this program is a discount program for seniors on their homeowner’s insurance policy and that the information is available online through AAA.

A motion was made and seconded to accept the February 14, 2012 meeting minutes as amended. All approved/motion carried.

Director’s Report:

Finance/Informational Report:

No financial report was presented.

Doreen reported that on February 22 there were numerous calls received at the center from people reporting gastric distress following a program held at the center. She notified the Town Manager, the local Board of Health and the State Board of Health of the issue. The State Board of Health performed tests and found no pathogens from the food samples available to them. It was suggested that possible sources of the illness could have been from food prepared by staff or maybe it was the Norovirus that recently hit our area. Surveys are being conducted with attendees. It was determined to no longer conduct “Pot Luck” by Eagle House volunteers for a period of time.

Doreen stated that March 31st is the final day for van applications and she will be submitting a request.

Old Business:

Parking Lot: The snow fence will be fixed. Pete said the Sheriff’s crew could clean up the debris and DPW may be able to assist.

Director’s Evaluation: Deb Seeley presented two documents to the COA. The COA members will review these documents and discuss them at the April 10, 2012 meeting. The first document was an updated “Job Description” and the second was a “Job Evaluation” form of the Director’s position. The committee, consisting of Fred Crellin, Jim Hays, Jane Doyle, and Deb Seeley met several times to establish a process for this procedure. Deb reviewed the process, which included a section of the By-Laws that stated that the COA meet in “closed session” for the evaluation. The By-Law committee has already acted to remove “closed session” as it is not legal. Deb discussed the reasoning used to develop the job description and evaluation forms. The committee reviewed the job description and also established a six part form to be used to evaluate the Director’s position. They then placed a rating system with five categories (Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement and Unsatisfactory) to be used as a tool. They also included a section for Overall Performance Rating and a Comment section. The committee included Doreen and the Town Manager in their discussions and asked for their input.

A question and answer period followed. Questions were: How can members evaluate all aspects of the job when we really don’t know everything that the job entails? Answer: What one person may not know, another may.

The end result will be compilation of everyone’s ratings in a summarized form. Question: Are the Town Manager’s evaluations of other departments up to date? Answer – No. She welcomed this evaluation tool and the process will help her. The two copies will be mailed to the absent member. The committee was commended on the wonderful job that they did.

Ernie Sund is still looking for a COA member to help with the Memorial Day activities.

New Business:

FY13 COA Budget.: Doreen presented the budget to the Fin/Com on March 8th. The Town Manager requested a 10% cut in the budget taking into account the things that would make the least impact on the seniors. Doreen presented different scenarios of closings and/or changing hours of operation of the center. Possible hours being 8-4 four days a week, returning to closing at 4PM on Tuesdays, and closing all day on Fridays would lessen the cost of heat and electricity. Jim Hays was concerned that cutting hours would impact the amount of money received by the van drivers and would like to have other options looked at.

Pete commended Doreen on her excellent presentation of the budget to the Fin/Com.

Sub Committee Reports:

Advocacy: Sis Montouri handed out a packet that listed information about services (with addresses and phone numbers) for the elderly.

By-Law Committee: Fred handed out proposed By-Law change to board members. Members will review them and discuss changes at the April meeting. Barbara explained that some previous changes were never processed or voted to except and that a section on the bottom of a page was inadvertently left out and these mistakes will be corrected at the April meeting also.

Correspondence: No correspondence was read at this meeting.

General Discussion: None

Adjournment: A motion was made and seconded to adjourn the meeting. All approved, motion carried.
Meeting adjourned at 11:10AM

*Respectfully Submitted,
Deb Seeley & Barbara Brown
COA Board Members*